



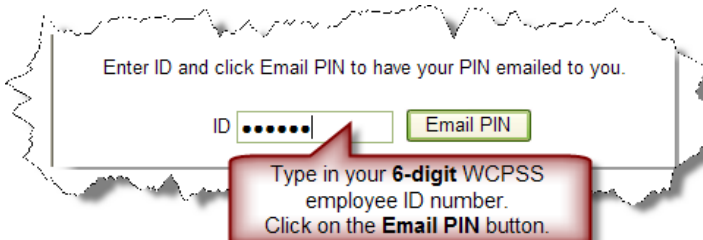


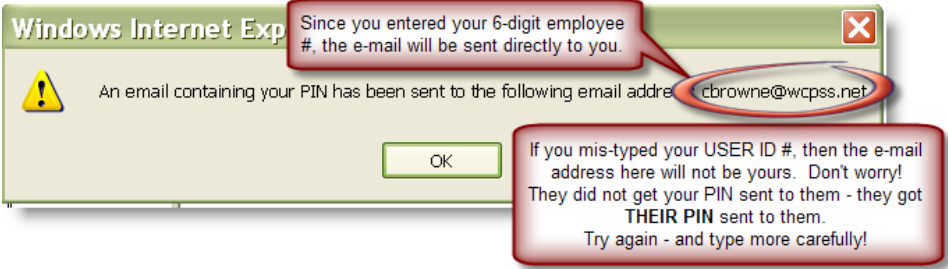
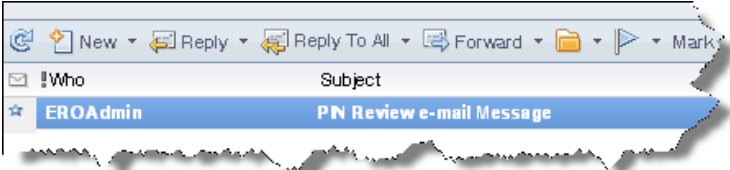
ELECTRONIC REGISTRAR ONLINE

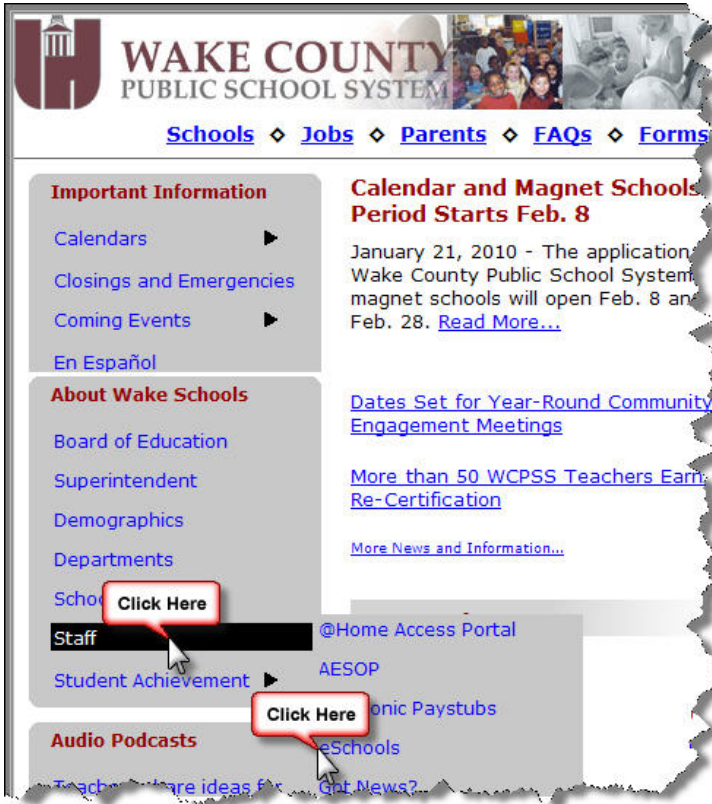
# Frequently Asked Questions by Users

(Updated in August 2010)

QUESTIONS	Page
1. What is my User ID and PIN number for eSchools?	2
2. When I try to log in to eSchools I get an error message. 	2-3
3. How do I register for a course offered for WCPSS employees?	4-5
4. How do I find a specific course when I don't know the course code or session reference number (SRN)?	6
5. What if I have tried everything and I still can't find a specific course on eSchools?	6
6. What workshops in eSchools will meet the new "Academic Subject Area/Teaching Strategies" credit requirements for renewing my license?	7
7. I need to earn some Reading Credit. What workshops can I take?	8
8. How can I verify that I am registered for a course?	8
9. I completed a workshop and it still isn't showing up on my transcript in eSchools. What should I do?	9
10. When will credit be awarded for a workshop I attended?	10
11. I want to lead a workshop at my school. Should I turn in a " <u>Course &amp; Session Proposal Form</u> " to the Office of Professional Development at Crossroads?	10
12. I just attended a workshop offered outside of WCPSS (e.g. Nortel, NCAE, NCAT, DPI, etc.) How can I get the credit listed in my eSchools transcript?	10
13. I just started teaching in WCPSS. I earned professional development credits in my previous district. Can I get these credits entered on my transcript in eSchools?	11
14. I just finished a class at a university/college. How can I get the information entered onto my eSchools transcript?	12
15. I'm leaving my job with WCPSS and need a copy of my transcript. Who can send it to me?	12

QUESTIONS	ANSWERS
<p><b>1. What are my User ID and PIN number for eSchools?</b></p> 	<p><b>User ID = Your 6-digit WCPSS employee number</b></p> <p>If you don't know your Employee #, check with your lead secretary or call the HelpDesk at 4-5700, then press 1.</p> <p><b>PIN = Default is set to the last 4 digits of your SS#. You may change your PIN after you log in to eSchools.</b></p>
<p><b>2. When I try to log in to eSchools I get an error message:</b></p>  <p><b>What do I do?</b></p>	<p><b>1. Check your User ID:</b> Be sure you are using the correct User ID (<i>It is the 6-digit Employee # that you use to check your paystub on the Internet.</i>) If you don't know your User ID #, ask your lead secretary or call the HelpDesk at 4-5700 then press 1 <b>and ask them for your Employee #.</b></p> <p><b>2. Check your PIN number.</b> If you can't remember it, click on the "Forgot your PIN?" link at the login window.</p>  <p>Enter your <b>User ID</b> and click on the <b>Email PIN</b> button.</p> 

QUESTIONS	ANSWERS
	 <p>Within 5 minutes you will receive an e-mail message to your jdoe @wcpss.net address with your PIN.</p>  <p>3. <b>If you are a new WCPSS employee</b>, wait for 1-2 weeks after you are an active employee. Profiles in eSchools are created <b>AFTER YOUR POSITION HAS BECOME ACTIVE</b>. (For example: If you are “hired” in June but will not begin your teaching position until the first day of school in August, your eSchools profile will not be active until AFTER you actually begin your job.).</p>

QUESTIONS	ANSWERS
<p>3. How do I register for a course offered for WCPSS employees?</p>	<p><b>NOTE:</b> eSchools is available on the <b>INTERNET</b>. You can access it from <b>any</b> computer that is connected to the Internet.</p> <p>Log in via the <b>WCPSS Internet</b> at <a href="http://www.wcpss.net">www.wcpss.net</a></p> <p>1. In the left column, click on <b>Staff</b> - then <b>eSchools</b></p>  <p>2. Log in to Electronic Register Online (a.k.a. “eSchools”)</p>  <p><b>User ID:</b> Your Employee # <i>(the number used to check your paystub on the internet. If you don't know your Employee #, call the HelpDesk at 4-5700, and then press 1.</i></p> <p><b>PIN:</b> The last four digits of your social security number.</p> <p>Click on the <b>Login</b> button.</p>

## QUESTIONS

## ANSWERS

3. Once logged in, click on the **Course Catalog** tab at the top of the page. Search for a workshop by **Curriculum** (subject area), by **Credit Type** (e.g. Reading, Technology, Standard, etc.) by **Course Code** (e.g. MATH58514, by **Title** (e.g. Project Achieve), by **Session (SRN)** (e.g. 265851401), or by **Date**.



**Search for district courses** [View Schedule Calendar](#)

Curriculum:	<input type="text"/>
Credit type:	<input type="text"/>
Course Code or Title:	<input type="text" value="Corrective Reading"/>
Session (SRN):	<input type="text"/>
Session Budget Code:	<input type="text"/>
Start Date Range:	From: <input type="text" value="MM/DD/YYYY"/> To: <input type="text" value="MM/DD/YYYY"/>
Results:	<input type="text" value="List by Course"/>
<input type="button" value="Search"/> <a href="#">Advanced Search</a>	

Course Title	Course Code	Starts	
<a href="#">Corrective Reading "R"</a>	SPED62101	Wed 08/06/08	<a href="#">Register</a>

4. Click on the course title (e.g., **Corrective Reading** in picture above) for which you want to register. This will take you to specific information about the workshop.



**Course Information** [Back to Search Results](#)

Course Code	SPED62101		
Name	<b>Corrective Reading "R"</b>		
Description	In this 3 session workshop, Special Education Teachers will learn to implement a Direct Instruction remedial reading program that stresses decoding skills and comprehension strategies.		
Requirements	There are no prerequisites for this course.		

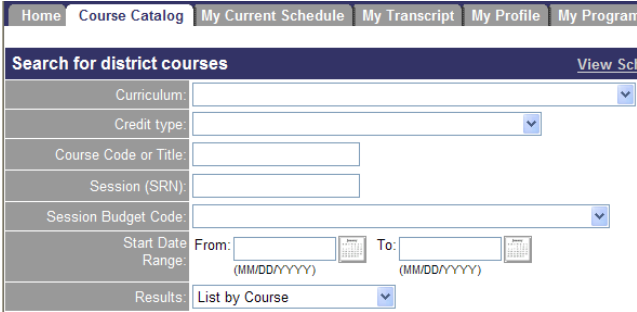
**Course Sessions** (Choose a session to register)

SRN	Status	Location
286210108	Active	Crossroads II - 110 Corning Drive (Camp)
<input type="button" value="Register"/>	# Seats Available	10
	# On Wait List	None
	Delivery Method	D. 2 or more dates within 3 months with follow-up
	Spending	None
Target Audience	None	Registration Starts: 04/21/2008 06:00 AM
Coordinators	Sherrill Miller	Registration Ends: 08/01/2008 05:00 PM
	Elin Newton	Late Drop Starts
Date/Time	08/06/2008 08:30 AM - 03:30 PM	Late Drop/Show Fee: \$ 0.00
	08/07/2008 08:30 AM - 03:30 PM	Session Budget Code
	09/16/2008 04:00 PM - 06:00 PM	
Credits	1.80	Hours
Reading Renewal Credits	18.00	Reg. Fee
Additional Information	No Subs will be provided. No partial credit will be given. Participants must attend all sessions to receive credit within the staff development calendar year (by 6/30/09).	

**NOTE:** More than one session of this workshop may be scheduled. **Scroll down on the right side of your screen to see ALL the different Sessions.** Select the session you want to attend and click on the **Register** button.

You will see an immediate confirmation of your registration.

Registration for Session Successful					<a href="#">Return to Catalog</a>
	Date & Time	Course Title	Course #	Session #	
Enrolled	Wed Aug 06, 2008 08:30 AM - 03:30 PM	Corrective Reading "R"	SPED62101	286210108	
	Thu Aug 07, 2008 08:30 AM - 03:30 PM				
	Tue Sep 16, 2008 04:00 PM - 06:00 PM				

QUESTIONS	ANSWERS
<p>4. How do I find a specific course when I don't know the course code or session reference number (SRN)?</p>	<p>There are 6 ways to search for workshops listed in the eSchoolSolutions Course Catalog.</p> <p>After you log in to eSchools, click on the <b>Course Catalog</b> tab at the top of the page.</p>  <p>Search for a workshop by:</p> <ol style="list-style-type: none"> <li>1. <b>Curriculum</b> - subject area (e.g. Math, Art, Science, Leadership)</li> <li>2. <b>Credit Type</b> - e.g. Academic Subject Area/Teaching Strategies, Reading, Teacher Recruitment &amp; Retention, Technology, Standard, etc.</li> <li>3. <b>Course Code</b> - e.g. MATH58514</li> <li>4. <b>Title</b> - e.g. <i>Corrective Reading</i></li> <li>5. <b>Session (SRN)</b> - e.g. 115851401</li> <li>6. <b>Date</b> – 09/15/2010</li> </ol> <p>Click on the <b>Search</b> button.</p>
<p>5. What if I have tried everything and I still can't find a specific course in eSchools?</p>	<p>If you have tried all six search methods above and still cannot find the course you want, please contact the person who is leading the course.</p> <p><b>NOTE:</b> Each school and Central Services department has a Staff Development Contact who enters all course information into eSchoolSolutions. They may have made an error when they initially entered the course information.</p>

QUESTIONS	ANSWERS
<p>6. What workshops in eSchools will meet the new “Academic Subject Area” credit requirement for renewing my license?</p>	<p>As of June 2010, “<i>Teachers of grades kindergarten through twelve must complete <b>three renewal credits in their academic subject areas, including strategies to teach those subjects</b>, during each five year renewal cycle.</i>”</p> <p>Courses in eSchoolSolutions which meet this requirement will have one of the following codes at the beginning of the Course Title: <b>K-12</b>, <b>K-6</b>, <b>B-K</b>, <b>M</b> (Middle), <b>H</b> (High), <b>S</b> (Secondary) or <b>TS</b> (teaching strategies).</p> <p>For example: “<b>H</b>: <i>World Lit: New Explorations for High School Readers</i>” “<b>TS</b>: <i>Positive Behavior Support Training Modules</i>” or.</p> <p><b>Special Education</b> courses that meet the requirements will have one of the following codes at the beginning of the course title: <b>GEN</b> (general license), <b>ADA</b> (adaptive license), <b>G/A</b> (general and adaptive) or <b>TS</b> (teaching strategies).</p> <p>For example: “<b>ADA</b>: <i>Alternate Pencils and Shared Readings for Students with Multiple Disabilities</i>” or “<b>GEN</b> <i>Demystifying Math (Elementary and Secondary)</i>”.</p> <p>Remember, that courses which do not have any of the codes in their titles <u>may still provide “Standard,” “Reading” or “Teacher Recruitment and Retention” credits.</u></p> <p><b>NOTES:</b> This requirement affects <u>only employees who are in the classroom teaching</u> at the time of their licensure renewal.</p> <p>This requirement applies <u>only to the area being taught</u> at the time of the licensure renewal.</p> <p><b>ELEMENTARY TEACHERS:</b> The academic content of the elementary curriculum includes math, science, social studies, English/language arts.</p> <p><b>MIDDLE SCHOOL TEACHERS:</b> If a middle grades teacher is teaching two subjects, these 3 credits should be split between the two subjects.</p> <p><b>PE TEACHERS:</b> Coaching clinics will NOT count toward this requirement.</p>

## QUESTIONS


7. I need to earn some Reading credit.

What workshops can I take?

## ANSWERS

Log on to eSchools and click on the Course Catalog tab.

In the Credit Type field, select "Reading Renewal Credits"


Click on the  button.

A list of courses offering Reading Credit will appear below. Click on the Course Title for more information.

Course Title	Course Code	Starts	
<a href="#">3-5 Literacy Assessment</a>	READ10843	Tue 04/22/08	<a href="#">Register</a>
<a href="#">Cooking Up More Excellence: Feast 2 for Elementary Teachers</a>	AG50678	Tue 08/05/08	<a href="#">Register</a>
<a href="#">Corrective Reading "R"</a>	SPED62101	Wed 08/06/08	<a href="#">Register</a>
<a href="#">Cruise to Excellence: Wave 2 Steering the Course Instruction at Its Best! for MS Teachers</a>	AG50680	Mon 07/28/08	<a href="#">Register</a>

8. How can I verify that I am registered for a course?

eSchoolSolutions sends an automatic e-mail message confirming your registration for a workshop (*provided your e-mail address is listed in your eSchools profile*). If you do not get an e-mail message, please log on to eSchoolSolutions and check your profile.

Check your current schedule by clicking on the  tab. All workshops for which you are registered will appear on this list. Workshops will remain on this view until the last date of the session.



## QUESTIONS

## ANSWERS

**\*electronicregistrar ONLINE** Exit Help

Home Course Catalog My Current Schedule My Transcript My Profile My Programs My Evaluations

Weekly Calendar View Monthly Calendar View Self-Paced Sessions View Unpaid Courses

Chrys, welcome to your course schedule.  
If you are on a waiting list for any courses, you will be notified via email should those courses become available.

Click on the Session # link for detailed information on instructors, fees and credits.

Course #	Course Title	Session #
Click TLA85004 to Drop	Covey Training (7 Habits of Highly Effective People)	288500401

Location 820/S20 - Project Enlightenment

Date & Time Mon Aug 18, 2008 08:00 AM - 04:00 PM  
Mon Aug 25, 2008 08:00 AM - 04:00 PM

**9. I completed a workshop and it still isn't showing up on my transcript in eSchools.**

**What should I do?**

**NOTE:** Credit is awarded **ONLY AFTER** you have submitted the on-line session evaluation in eSchools.

**1. Be sure workshop attendance has been entered.** Check with the workshop instructor to see if they have entered the workshop attendance.

**2. If attendance has been entered, you must complete the workshop evaluation to receive credit for the workshop.** . Log in to eSchools

and click on the **My Evaluations** tab at the top of the page. On the list of workshops find the name of the workshop you attended.

**\*electronicregistrar ONLINE** Exit Help

Home Course Catalog My Current Schedule My Transcript My Profile My Programs My Evaluations

Chrys, thank you for evaluating your sessions.  
Click on Evaluate to complete the evaluation for the session.

Identity	Course #	Course Title	Session #	Completion Date
Evaluate Anonymous LEAD10289	ISD Lunch and Learn 2006-07 #8 - Where in the World are we with PLC's?	261028301	Mon May 21, 2007	
Evaluate Anonymous LEAD10283	ISD Lunch and Learn 2006-07 #2 - What Every WCPSS Employee Must Know About Gangs	261028301	Tue Nov 07, 2006	
Evaluate Anonymous LEAD10292	Central Services Administrators' Meetings 06-07	261029201	Wed Jun 06, 2007	
Evaluate Anonymous TLA85016	Langford Quality Tools	268501601	Fri Jun 15, 2007	

Click on the word **Evaluate** on the left side of the Session Reference Number. This will access the workshop evaluation.

**WAKE COUNTY PUBLIC SCHOOL SYSTEM** \*electronicregistrar ONLINE Exit Help

Home Course Catalog My Current Schedule My Transcript My Profile My Programs My Evaluations

1-Evaluation Back to My Evaluations

Course # FN1511  
Course Title Oracle for School Administrators: HR Information on Current Employees  
Session # 11151101  
Completion Date 08/09/2010  
Instructor(s) Chrys Browne

Thank you for providing feedback on this professional development experience. Your answers are anonymous and will be used by the workshop facilitator(s) to improve this training. Your credit is awarded after this on-line evaluation is submitted. Please use the following scale of agreement: questions 1-5, 7-10 & 12 (4=strongly AGREE, 3=agree, 2=disagree, 1=strongly DISAGREE.)

- Your answers are anonymous.
- Responses are required for every item.
- When finished, click **Submit** to record your evaluation.

1 The training/learning objectives were clearly identified in a structured agenda. Choose

2 The training/learning objectives clearly matched the course description in eSchools. Choose

3 A strong rationale was provided that explained the relevance of this training to my job. Choose

4 The facilitator(s) clearly connected the course content to current research/relevant data sources. Choose

5 The training content clearly built on my prior level of knowledge/skills. Choose

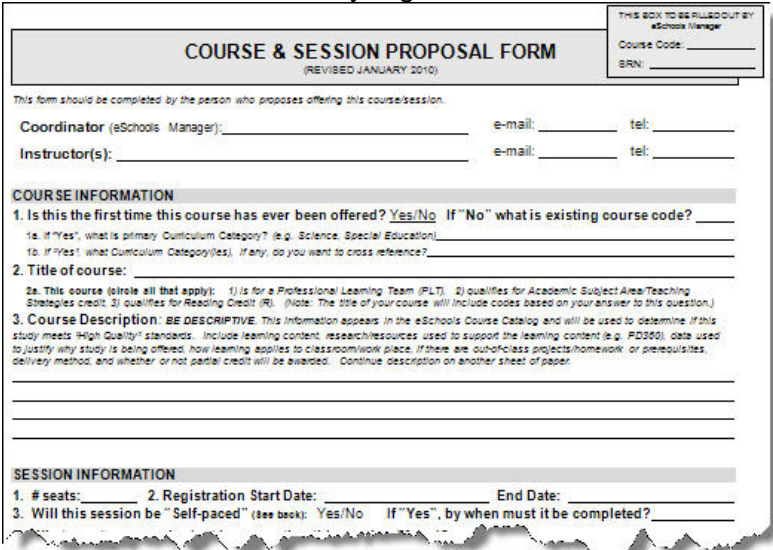
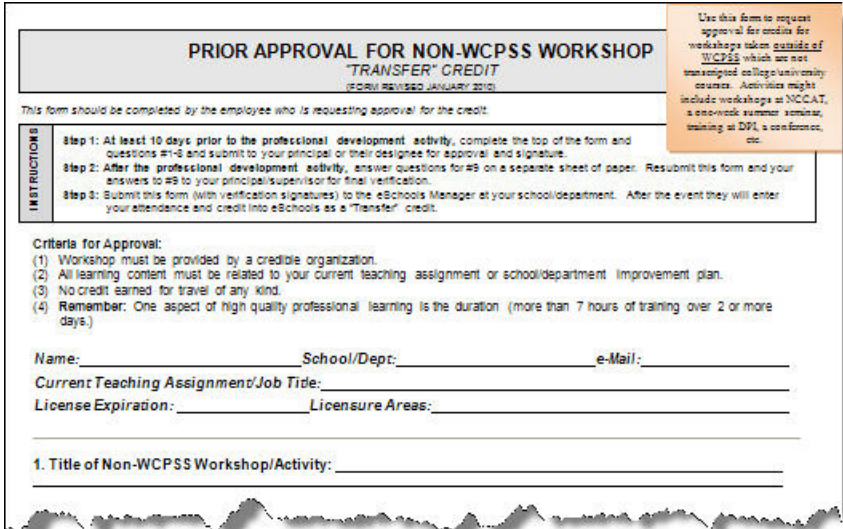
6 For me, the most effective learning methods used in the training were... (e.g. handouts, small group/partner work, use of technology, think-pair-share, jigsaw activities, coaching, hands-on activities, opportunities to ask questions or get feedback, agenda, personal reflections, etc.)

Most questions are answered with a Likert scale of Agreement:  
4=Strongly AGREE  
3=Agree  
2=Disagree  
1=Strongly DISAGREE

Some questions are open-ended

Submit

Complete the evaluation and click on the **Submit** button at the bottom of the evaluation. This will allow the workshop to be listed on your transcript.

QUESTIONS	ANSWERS
<p><b>10. When will credit be awarded for a workshop I attended?</b></p>	<p>Credit for attendance at a workshop is awarded only after</p> <ol style="list-style-type: none"> <li>1. the attendance has been entered into eSchools by the instructor, and</li> <li>2. you have completed the workshop evaluation in eSchoolSolutions. (See FAQ #9)</li> </ol>
<p><b>11. I want to lead a workshop at my school.</b></p> <p><b>Should I turn in a Course &amp; Session Proposal Form to the Office of Professional Development at Crossroads?</b></p>	<p><b>No.</b> The "Course &amp; Session Proposal Form" should be signed by your supervisor/principal and submitted to the Staff Development Contact (SDC) at your school or department.</p> <p>The Staff Development Contact will enter the workshop information into eSchoolSolutions so that staff may register for the class.</p>  <p>The form is titled "COURSE &amp; SESSION PROPOSAL FORM (REVISED JANUARY 2010)". It includes fields for Coordinator (eSchools Manager), Instructor(s), e-mail, and tel. The "COURSE INFORMATION" section asks if it's the first time offered, primary curriculum category, and title of course. The "SESSION INFORMATION" section asks for # seats, registration start/end dates, and if self-paced.</p>
<p><b>12. I just attended a workshop offered outside of WCPSS (e.g. Nortel, NCAE, NCAT, DPI, etc.)</b></p> <p><b>How can I get the credit listed in my eSchools transcript?</b></p>	<p>Complete the form "<u>Prior Approval for Non-WCPSS Workshop</u>".</p>  <p>The form is titled "PRIOR APPROVAL FOR NON-WCPSS WORKSHOP 'TRANSFER' CREDIT (FORM REVISED JANUARY 2010)". It includes instructions for completion, criteria for approval, and fields for Name, School/Dept, e-Mail, Current Teaching Assignment/Job Title, License Expiration, and License Areas. A note on the right states: "Use this form to request approval for credit for workshops taken outside of WCPSS which are not transcribed at NCCAT, a one-week summer seminar, training at DPI, a conference, etc."</p> <p>Submit the signed "Prior Approval" form along with proof of workshop</p>

QUESTIONS	ANSWERS																		
	<p>completion (e.g. your workshop certificate) to your Staff Development Contact. She/he will enter the information into eSchoolSolutions so that it will appear on your transcript as shown below:</p> <table><tr><th colspan="6">Standard Renewal Credits</th></tr><tr><th>Course #</th><th>SRN</th><th>Course Title</th><th>Credits</th><th>Hours</th><th>Completed</th></tr><tr><td>Qualifying.Org in Winston-Salem, NC</td><td></td><td>Myers-Briggs Type Indicator Masterclass Qualifying Program</td><td>4.20</td><td>42.00</td><td>Feb 28, 2007</td></tr></table>	Standard Renewal Credits						Course #	SRN	Course Title	Credits	Hours	Completed	Qualifying.Org in Winston-Salem, NC		Myers-Briggs Type Indicator Masterclass Qualifying Program	4.20	42.00	Feb 28, 2007
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<p>13.I just began teaching for WCPSS.</p> <p>I earned professional development credits in my previous district.</p> <p>Can I get these credits entered on my transcript in eSchools?</p>	<p><b>Yes.</b> Send a copy of your <b>official transcript</b> from your former employee directly to the WCPSS Organizational Development at Crossroads. Handwritten information will <b>not</b> be accepted.</p> <p>NOTE: Most former employees will not send this information unless <u>requested by the employee</u>. Our suggestion is to request that they send the transcript directly to YOU, then you'll send a copy to Organizational Development. Organizational Development will enter the credits from your former workplace into eSchools.</p> <p>Print out a copy of your transcript to verify that all the credits were entered. And <b>ALWAYS</b> keep a copy of the transcript for your records!</p> <table><tr><th>Type of Credits</th><th>Required Documentation / Given to</th></tr><tr><td>College or University transcribed courses →</td><td><i>Copy of Official Transcript</i> / to Organizational Development &amp; Support at Crossroads II</td></tr><tr><td>Training during employment in a previous district →</td><td><i>Official transcript from previous employer</i> / to Organizational Development &amp; Support at Crossroads II</td></tr><tr><td>Credits from workshops outside WCPSS such as NCCAT, DPI, conferences, NASA, etc. →</td><td><i>Certificate of Completion</i> / to <b>eSchools Manager</b> at your school or department</td></tr></table>	Type of Credits	Required Documentation / Given to	College or University transcribed courses →	<i>Copy of Official Transcript</i> / to Organizational Development & Support at Crossroads II	Training during employment in a previous district →	<i>Official transcript from previous employer</i> / to Organizational Development & Support at Crossroads II	Credits from workshops outside WCPSS such as NCCAT, DPI, conferences, NASA, etc. →	<i>Certificate of Completion</i> / to <b>eSchools Manager</b> at your school or department										
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QUESTIONS	ANSWERS								
<p><b>14. I just finished a class at a university/college.</b></p> <p><b>Can I get the information entered onto my eSchools transcript?</b></p>	<p><b>Yes.</b> Submit a copy of an official transcript from the institution to the Office of Professional Development (OPD). OPD will enter the courses/credits on your transcript in eSchools.</p> <p>All university, college, or community college courses that are from accredited institutions and are in your certification area are automatically approved for credit toward licensure.</p> <table border="1" data-bbox="548 506 1495 915"> <thead> <tr> <th>Type of Credits</th><th>Required Documentation / Given to</th></tr> </thead> <tbody> <tr> <td>College or University transcribed courses →</td><td><i>Copy of Official Transcript</i> / to Organizational Development &amp; Support at Crossroads II</td></tr> <tr> <td>Training during employment in a previous district →</td><td><i>Official transcript from previous employer</i> / to Organizational Development &amp; Support at Crossroads II</td></tr> <tr> <td>Credits from workshops outside WCPSS such as NCCAT, DPI, conferences, NASA, etc. →</td><td><i>Certificate of Completion</i> / to <b>eSchools Manager</b> at your school or department</td></tr> </tbody> </table>	Type of Credits	Required Documentation / Given to	College or University transcribed courses →	<i>Copy of Official Transcript</i> / to Organizational Development & Support at Crossroads II	Training during employment in a previous district →	<i>Official transcript from previous employer</i> / to Organizational Development & Support at Crossroads II	Credits from workshops outside WCPSS such as NCCAT, DPI, conferences, NASA, etc. →	<i>Certificate of Completion</i> / to <b>eSchools Manager</b> at your school or department
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<p><b>15. I'm leaving my job with WCPSS and need a copy of my transcript.</b></p> <p><b>Who can send it to me?</b></p>	<p>Before you leave WCPSS, contact the Human Resources Department for a copy of your <b>official</b> transcript.</p> <p>You may also want to print out a copy of your <b>unofficial</b> transcript from eSchoolSolutions before you leave. Log on to eSchools and click on the <b>My Transcript</b> tab.</p> <p>Type in the <b>Date Range</b> of your employment with WCPSS and click on the <b>Print Report</b> button.</p> 